

Sheraton Indianapolis Hotel & Suites

8787 Keystone Crossing
Indianapolis, IN 46240
(317) 846-2700

Name of Group: *Indiana School Safety Specialist Academy*
Indiana Department of Education

Training: November 18-19, 2003. Reservation for November 17 and/or 18, 2003.

Guest Name: _____
Please Print Last Name First Name

Date of Arrival: _____ **Date of Departure:** _____

Guest Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **E-mail:** _____
(area code)

AmEx/MC/Visa/Discover Card # _____ Exp. _____

Signature _____ SPG# _____ exp. _____

Rooming Accommodations

Standard King Bed
Standard Double Bed
Accessible Room

Non-Smoking
Smoking

- Hotel reservations will be accepted by returning this form by fax to (317) 574-6780 or on line at: www.starwood.com/sheraton/meetings/attend_enter_code.html, **Select city, enter code #5502, select hotel and continue.**
- A credit card number is required to make reservations. The Indiana Department of Education will direct bill your lodging, but you must first reserve the room with a credit card. The credit card will only be charged if you fail to notify the hotel of a cancellation at least 48 hours prior to arrival. Phone calls and miscellaneous charges will not be covered by the *Indiana School Safety Specialist Academy*.
- Room types are honored on a first come first serve basis.
- If you wish to receive confirmation that your reservation has been made you may call our central reservations department at 1-888-627-7814. Please allow time for processing.
- Check-in is 3:00pm. Rooms may not be available for early check-in. Check-out is 12:00 noon. Additional charges apply for late check-outs and unplanned early check-outs.

Reservations must be received no later than October 1, 2003.

Reservations made after October 1, 2003 will be accepted on a space and rate availability basis.

